

Title: Curatorial Department Intern
Oklahoma City Museum of Art
Fall/Spring semester

Date Written: 10-10-07

The Oklahoma City Museum of Art seeks an intern in the curatorial department to assist the Chief Curator and Associate Curator in administrative duties and research.

Salary: unpaid

Work Schedule: flexible, Monday – Friday, mornings or afternoons

Responsibilities:

- Assist in filing, copying, and clerical duties
- Assist in research for exhibitions
- Assist in research of museum's permanent collection

Qualifications:

- Art history major
- Proficient in Microsoft Office